

JOINT RESERVE FORCES (JRF) (J-9)

MISSION:

Provide DLA with trained and ready reservists for contingency operations and additive support requirements to include, but not limited to operational support, surge support and planning support. Advise the Director, DLA in the development and application of JRF support, readiness posture and service policies affecting utilization of DLA assigned reservists.

DIRECTOR FOR JOINT RESERVE FORCES (J-9)

FUNCTIONS:

1. Direct the training and readiness for mobilization/activation of assigned reserve forces to support DLA in contingencies, surge, sustainment operations and wartime.
2. Mobilization Assistant to the DLA Director; deploy forward as the Director's representative as required. Advise the Director on defense-wide policies on utilization of reservists.

DEPUTY DIRECTOR

MISSION:

Alter ego for the reserve flag/general officer J-9 Director. Provide day-to-day continuity with Corporate Board, Headquarters Staff and internal J-9 staff. Manage the administrative requirements of the J-code with other Headquarters organizations.

FUNCTIONS:

1. Direct the staff functions in accordance with the Director's vision and guidance.
2. Participate in Corporate level activities as the J-9 representative.
3. Ensure adequate funding and staffing to accomplish mission.
4. Comply with fiduciary requirements.

DEPUTY FOR RESERVE READINESS AND MOBILIZATION ASSISTANT TO THE VICE DIRECTOR

MISSION:

Assist the Vice Director and deploy forward as the Vice Director's representative as required. Direct the training and readiness management of the assigned reserve forces.

FUNCTIONS:

1. Develop plans and policies for effective training and readiness management of the joint reserve forces.
2. Coordinate with other Defense agencies, Joint Forces Command and Joint Staff on training and utilization practices of the joint reserve forces.

DEPUTY FOR OPERATIONS AND MOBILIZATION AND MOBILIZATION ASSISTANT TO THE J-3/4

MISSION:

Direct the operational support and mobilization of the joint reserve forces in accordance with the agency's priorities and requirements for reserve forces. Serve as mobilization assistant to the J-3 in providing a reserve understanding of agency initiatives. Deploy forward as the J-3 or Director's representative as required.

FUNCTIONS:

1. Oversee plans and policies to effectively and efficiently provide reservists to fulfill DLA's operational, surge and sustainment support and contingency support team staffing requirements at field activity and forward deployed locations.
2. Develop plans to integrate reservists into DLA's annual exercise program.
3. Maintain liaison with Joint Forces Command as the mobilization process owner and the Services and Joint Staff to ensure DLA's mobilization requirements can be fulfilled.

EXECUTIVE OFFICER

MISSION:

Integrate activities and responsibilities of full time staff and reservists across all J-9 functional areas. Maintain coordination with field activity joint reserve team leaders and reserve unit commanders.

FUNCTIONS:

1. Manage, coordinate and facilitate the joint reserve forces programs for all matters pertaining to reserve personnel management, operational requirements, plans and policy, information operations and training management.
2. Manage staff workload and priorities in accordance with Director's vision and guidance and agency requirements.

3. Maintain operational effectiveness in managing the DLA customer's expectations of the joint reserve forces to meet operational and contingency requirements in training or mobilization status.
4. Coordinate semi-annual reserve leadership conferences.

JOINT RESERVE PERSONNEL ADMINISTRATION (J-91)

MISSION:

Manage joint reserve personnel assignments, in and out processing, evaluations, and awards in accordance with service practices and DLA's Military On-Line Personnel System. Provide manpower changes to Services consistent with force structure alignments. Coordinate with HQ and field activity reserve coordinators on personnel management concerns of their assigned reservists.

FUNCTIONS:

1. Maintain personnel records on assigned reservists in accordance with Service policies.
2. Assist in recruiting and assigning reservists to JRF billets.
3. Maintain up-to-date information in the Military On-Line Personnel System.
4. Coordinate with reserve coordinators on maintenance of position descriptions.
5. Maintain accurate records on officer and enlisted evaluation ratings and due dates.
6. Coordinate awards processing in accordance with DLA, J-9 and Service policies.
7. Prepare agreed-upon force structure changes for input to Service systems.
8. Track status of force structure changes.

7007 OPERATIONS (J-94)

MISSION: Manage and coordinate the three year employment cycle of reservist rotations for deployment, training and reconstitution. Coordinate annual input of reserve requirements with the field activities and operations center. Coordinate plans for utilization of reservists in DLA's exercise program.

FUNCTIONS:

1. Maintain a three year employment cycle of assigned reservists to ensure predictability, periodicity, training and readiness of personnel to meet DLA requirements.
2. Coordinate with Service headquarters in managing authorizations for mobilization and active duty tour utilization. Process requests for mobilization and track status.
3. Manage metrics for reporting utilization of reservists for contingencies and peacetime support.

4. Conduct annual mandatory activity to evaluate mobilization readiness of assigned reservists.
5. Serve as J-9 security manager; maintain access to security clearance information for reservists assigned to J-9. Coordinate with activity security managers on security clearance issues impacting mobilization readiness.

PLANS AND POLICY (J-95)

MISSION: Conduct strategic level analysis and planning of reserve requirements against capabilities. Manage force structure changes from billet review with DLA activities through Service acceptance of changes. Support the Deputy Director in corporate level strategic planning activities as required.

FUNCTIONS:

1. Conduct bottoms-up capabilities assessment of joint reserve requirements with DLA activities every three-years or as needed.
2. Evaluate grade, skill and Service capabilities to meet mission requirements.
3. Review and analyze OPLANs/annexes provided by the J-4 operations center to ensure reserve force structure, supports the plans and requirements for reserves are included in the time phased force deployment (TPFD) plans.
4. Assist the Deputy Director in the development of business plans to support the agency's Strategic Plan objectives.

7008 INFORMATION MANAGEMENT (J-96)

MISSION: Coordinate and implement information operations requirements as directed by and in accordance with J-6 policies.

FUNCTIONS:

1. Coordinate content management and updates for J-9 web page.
2. Oversee internal eWorkplace file management.
3. Train new reservists on J-6 computer protocols.
4. Coordinate with J-1 for MOPS changes specific to reserve requirements.
5. Track Service systems used in the management of reserve personnel which have J-6 interface requirements.
6. Coordinate with TASO on annual training requirements for J-9 reservists.

7009 TRAINING AND READINESS (J-97)

MISSION: Administer the training and readiness management of assigned reservists. Plan and monitor joint reserve training events throughout the agency. Manage joint professional military education program and joint training requirements in support of DLA's mission.

FUNCTIONS:

1. Prepare Director's annual training guidance in consort with agency's vision and mission, and priorities.
2. Assist field activity Joint Reserve Team Leaders in the planning of semi-annual joint reserve training events.
3. Manage annual training and additional duty training orders and budgets in accordance with Service policies.
4. Maintain up-to-date information to support reserve family readiness. Provide resources as appropriate to deploying reservists and families. Coordinate with HQ Quality of Life staff for training and resources.